

## PLACEMENT

**A. Definition .** Placement includes a broad constellation of activities directed toward the acquisition of a suitable occupation. Placement activities are based upon adequate evaluation and preparation of the client, and ordinarily include some combination of the following:

1. evaluation of the client's job readiness;
2. development and execution of a plan for job seeking activities;
3. instruction in making job applications and in conduct and appearance during interviews;
4. employer contacts;
5. registration with the state employment service;
6. job analysis and modification;
7. job coaching;
8. employer consultation, advice and training;
9. post-placement follow-up; and
10. relocation costs.

**B. Scope of Services .** Placement services in IVRS are considered to be an integral and important part of the overall program. Services, in addition to those listed in the definition above, may include the need for transportation and subsistence allowances, the purchase and acquisition of appropriate clothing and/or tools and equipment, and occupational licenses.

Although in some circumstances some services may be purchased and some provided by specialists in the area of placement. The agency recognizes that the counselor is the person primarily responsible for seeing that placement services are adequately planned and carried out. The agency representative is also responsible for follow-up to assess suitability and stabilization of the employment.

**C. Agency Expectations:**

1. No needs test will be utilized in the provision of these services in items A. 1 through 10. A needs test is used for placement clothing, placement equipment, and relocation costs.
2. Job coaching services, whether purchased from a CRP or an individual, are purchased only from a CARF accredited facility, or one working to gain that accreditation within three years, except as provided below.
3. Job coaching services may be purchased from a non-CARF accredited facility on a %are use+basis, if approved by the supervisor.

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4. As a general rule, the agency will not be involved financially in the purchase of placement equipment which becomes the property of the employer and is only used at work.
5. An entity accredited in supported employment is also considered to be accredited in placement services.
6. Permanent Relocation . Financial assistance for permanent relocation of a client or a client and family may be furnished when the move is necessary for the client to engage in competitive employment. The following conditions must be met:
  - a. Client must have an offer of employment with a specific starting date;
  - b. Comparable services and benefits must be sought and documented in the casefile; and
  - c. Ordinary relocation costs will be considered to be transportation of client, family and necessary personal belongings. In unusual circumstances, in transit subsistence, insurance for household goods and hookup charges to basic utilities may be included.
7. A medical residency is considered by IVRS to be employment.
8. As a general rule the use of Temp Agencies does not negate the status 22 requirements. The use of a Temp Agency requires the counselor to demonstrate that substantial services are provided, the client has an interest in working with the Temp Agency, and a client that is employed by a Temp Agency may have multiple jobs but the client is an employee of the Temp Agency. As such the 90 day closure requirements can be met when it is appropriate to close the case. It is not ethical to close the case if the counselor knows the job will be ending within the year.
9. A case in status 22-0 for 90 days can be closed as long as there has not been a new service provided or added that was not originally planned, such as supported employment stabilization and 45 day payments.
10. Staff are expected to use the Marketing Toolkit and the Employer Database.

**D. Exceptions:** The following require an exception signed by the supervisor:

1. Placement equipment/tools and supplies over \$1500.
2. A use of a non-CARF accredited facility.

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